

# UWITS Tip Sheet

## Client Referral

Consent

Referral

Accepting Referrals

This tip sheet focuses on how to share client records and make client referrals using UWITS.

Total Pages: 6



UWITS

## Client Referral

### Consent

**Entry Steps:** Client Profile, Intake. Additionally, if your agency has a standard set of information that is regularly shared with one or all agencies when making a referral, an Agency Disclosure Agreement(s) should be established prior to initiating client consent.

1. Consents are required before sharing any information about a client with anyone outside the agency. In UWITS, an independent consent/disclosure must be established before information can be shared.

2. Generate the client's Activity List. Click **Consent** from the Left Menu. Existing consents will be listed in the Client Consent List.

3. **Review Existing Consents:** There may be several consents already on record. Click **Review** to review any existing consents. **Note:** make sure there is no active existing consent with the agency you are about to initiate consent with. If a client consent has been revoked, it will be noted in the Status.

4. To initiate client consent, click **Add New Client Consent Record** hyperlink.

The screenshot shows the UWITS interface. At the top, the user is identified as Virchow, Connie, with location Administrative Agency, Administrative Unit, and client Referral, Wendy | W91003378F | Case #: 1. The date is June 2010, Rev 1. The left navigation menu includes options like Home Page, Agency, Group List, Client List, Client Profile, Non-Episode Contact, Activity List, Intake, Wait List, Tx Team, Screening, Assessments, Admission, ASAM, Encounters, Notes, Treatment, Outcomes, Discharge, **Consent**, and Referrals. The 'Consent' option is circled. The main content area is titled 'Client Consent List' and contains a table with the following data:

Start Date	Disclosed To	Status	Signed?	Actions
8/27/2008	Administrative Agency	Active	Yes	<a href="#">Review</a>

Additional elements include a 'Print View' button and a link to 'Add New Client Consent Record'.

To access the Consent module, click **Consent** from the Activity List.

To review an existing consent, click **Review**.

## Consent

**5. Disclosed To Agency:** Select the agency you will share information with (only one agency per consent is allowed). You may get a warning message in red that says “No Agency Consent Policy Exists”, please continue on with your selection. It is stating that you have not established a Disclosure Agreement with this Agency.

**6. Disclosed To Non System Agency:** If you wish to Document the sharing of information with agencies not using UWITS, you may select “Non System Agency” and enter the agency.

**7. Enter the Purpose For Disclosure.**

**8. Earliest Date of services to be consented:** The consent date is the date that triggers the sharing of information (i.e., if a user enters 1/15/10, only information entered on 1/15/10 and forward from the client’s episode will be shared - nothing entered prior to 1/15/10 will be shared.

**9. The “Has the client signed the paper agreement form”.**

If client has signed the paper form select “Yes”. If this is not marked “Yes” the agency you are consenting to will not be able to view the consented data.

**10. The Client Information Options** may be included on a client by client basis using the mover boxes to add information to be shared. Elements selected need to be moved to the **Disclosure Selection** with the arrow buttons. **Note:** an expiration type must be associated with each element of information selected in the consent.

**11. Once the Screen is completed click “Save”.**

**Note:** By clicking “Save” the record becomes uneditable and this consent must be revoked and a new consent must be created if any changes need to be made. At this point, information has been disclosed to the other agency.

**Client Disclosure Agreement**

Note: Consented information may not be redisclosed.

Client Name: wayne, Bruce  
Unique Client Number: B9w041254M  
Disclosed From Agency: Administrative Agency

Entities with Disclosure Agreements: [Dropdown]  
System Agency: Yes [Dropdown]  
Disclosed To Agency: SLCo Outreach Unit [Dropdown] Facility: All Facilities [Dropdown]  
Disclosed To Entity (Non System Agency): [Dropdown]  
Purpose for disclosure: Needs assessment [Dropdown]  
Earliest date of services to be consented: 1/1/2016 [Calendar]  
Has the client signed the paper agreement form: Yes [Dropdown] Date client signed consent: 03/18/2016 [Calendar]

Client Information To Be Consented

Expiration Type: Date Signed(DS) [Dropdown] + Days 0 [Input]

\*Expiration type is required for disclosure activities.

Client Information Options: Admission, ASAM Tx Plan, Behavioral Health Assessment, Client Information (Profile), Client Screening, Consent, DENS ASI Assessment, DENS ASI Lite, Diagnosis List, Discharge

Disclosure Selection: [Empty]

Comments: [Text Area] Other Disclosures: [Text Area]

Buttons: Cancel, Save, Finish

## Client Referral

### Consent (continued)

**12. Revocation:** A client may revoke consent prior to its expiration. To revoke a consent, click the **Revoke** button at the bottom of the screen. The status of the consent will change to 'Revoked' on the Activity List.

**Note:** Revocation is not retro-active. Any information that was already shared prior to revocation will continue to be shared.

**13. Create a Referral using this Consent:** Click on the link **Create Referral Using this Disclosure Agreement** or go to the Left Menu and click **Referrals** to access the Referral List.

### Client Disclosure Agreement

[Create Referral Using this Disclosure Agreement](#)

**Note:** Consented information may not be redisclosed.  
Client Name: wayne, Bruce  
Unique Client Number: B9w041254M  
Disclosed From Agency: Administrative Agency

Entities with Disclosure Agreements		
System Agency	Yes	
Disclosed To Agency	SLCo Outreach Unit	Facility All Facilities
Disclosed To Entity (Non System Agency)		
Purpose for disclosure	Needs assessment	
Earliest date of services to be consented	1/1/2016	
Has the client signed the paper agreement form	Yes	Date client signed consent 3/18/2016

**Client Information To Be Consented**

Expiration Type: Date Signed(DS) + Days

\*Expiration type is required for disclosure activities.

<b>Client Information Options</b>	<b>Disclosure Selection</b>
Behavioral Health Assessment	Admission (DS, 3/18/2016)
Client Screening	ASAM Tx Plan (DS, 3/18/2016)
DENS ASI Assessment	Client Information (Profile) (DS Consent (DS, 3/18/2016)
DENS ASI Lite	Diagnosis List (DS, 3/18/2016)
Discharge	
Drug Test Results	
Encounter Detail	
GPRA Assessment	
GPRA Interview	
Intake Transaction	

Comments

Other Disclosures

**Finish** **Revoke**

## Referrals

1. The client disclosure agreement allows you to create a referral for the client. Users will now see that many of the fields on the referrals screen are pre-populated.

2. **'Referred By' column:** Select a 'Reason' for the referral from the drop down box. Select 'Yes' for "Is Consent Verification Required?" Select 'Yes' for "Is Consent Verified?" Select 'No' if client is not enrolled in a Program for Continue this Episode of Care? Enter any comments you wish to share with the agency you are making the referral to in the 'Comments' box. Referral Status is pre-populated with 'Referral Created/Pending' **do not change.**

3. **'Referred To' column:** Enter the Facility, the Program, and the Appointment Date (if known). Review the Consents Granted to ensure this is the correct consent.

4. Click the **Save** or **Finish** button.

5. Once you have clicked the **Finish** button the referral is automatically sent, and you will be taken to the Client Referral Status screen.

6. Referrals coming into and leaving your agency can be tracked by accessing 'Referrals' from the 'Agency' section of the Left Menu (**Referrals In** or **Referrals Out**).

UWITS Training User: Virchow, Connie Loc: Administrative Agency, Administrative Unit Client: Client, Good | 092011305F | Case #: 2 June 2010, Rev 6 Print View Logout

Home Page Agency Group List Client List Client Profile Non-Episode Contact Activity List Intake Wait List Tx Team Screening Assessments Admission ASAM Encounters Notes Treatment Outcomes Discharge Consent Referrals Payments Episode List System Administration My Settings Reports Support Ticket

### Client Referral for Client, Good

Referred By

Agency Administrative Agency  
Facility Administrative Unit  
Staff Member Virchow, Connie  
Program 6-Administrative Unit/TEDS 99\_2\_5\_4  
State Reporting Category Adult outpatient  
Reason Funding Request  
If Other  
Is Consent Verification Required? Yes  
Is Consent Verified? Yes  
Continue This Episode of Care? Yes

Referred To

Signed Consents Interim Group Services  
Agency Interim Group Services  
Facility Interim Group Services  
Staff Member  
Program 99\_1.0\_Assmt  
State Reporting Category Adult outpatient  
Non-System Agency  
Non-System Modality  
Non-System Specifier  
Appt Date Undetermined

Consents Granted  
Consent Date: 7/30/2007  
Disclosure Domains:  
Client Information (Profile) (UD, +30)  
Intake Transaction (UD, +30)  
Miscellaneous Note Detail (UD, +30)

Comments

Referral Status Referral Created/Pending  
Projected End Date  
Created Date 7/30/2010 3:55 PM

Cancel Save Finish

When the Referral Screen is complete, click **Finish**.

# Accepting Referrals

## Accepting Referrals (Referrals In)

1. Accepting client referrals is considered an Agency function. Select 'Agency' from the left menu.

2. To view referrals made to your agency, click **Referrals In**. To begin, select the **Referral Status Codes** and move them to the **Search Criteria** box (using the arrow). Then click **Go**. This will generate a list of clients referred in to your facility by status code.

3. To view a referral, click **Review** next to the appropriate client.

4. This will generate the Referral screen displaying the referral information, including any comments entered by the referring agency.

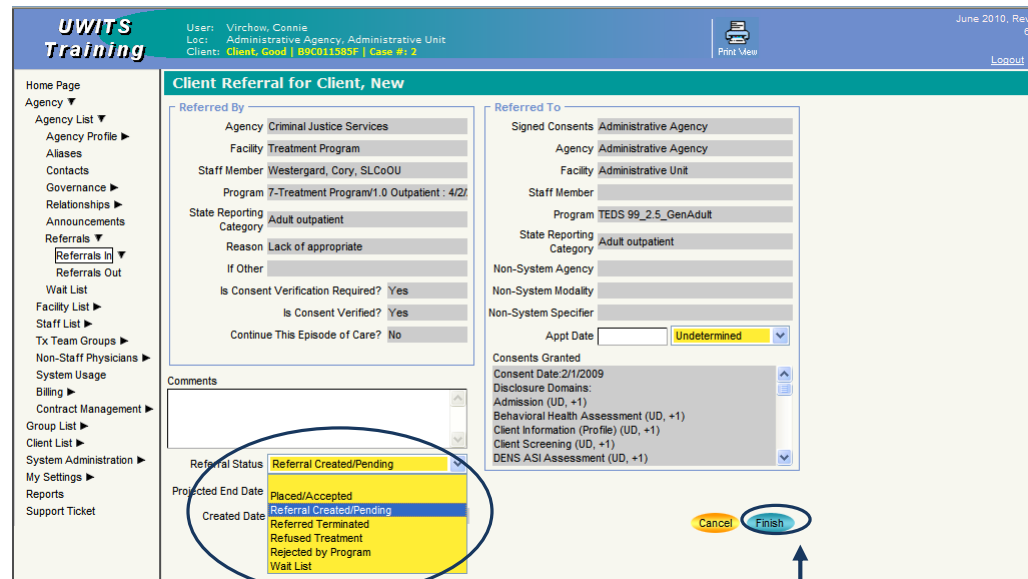
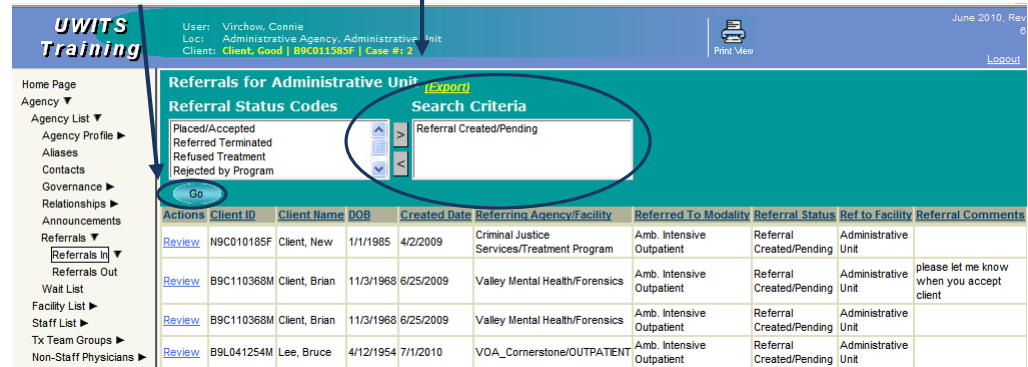
5. To accept a referral, select **Placed/Accepted** for **Referral Status**. Enter the Appointment Date and status (if known). Or you may select another **Referral Status**.

**Note:** If the client already exists in your agency, select **Rejected by Program**. This removes the referral from the Referrals Created/Pending list, and you will still be able to view the consented information by the referring agency.

6. To view the information the referring agency agreed to share with you, use the scroll bar to view consented information under 'Consents Granted'.

7. Click **Finish**. This will take you immediately to the Client Profile screen. Once a case is accepted, follow the procedures for entering client data in your agency.

Select the Referral Status Codes you would like to display and move it to the Search Criteria box, then click **Go**.



Select a **Referral Status**. If you wish to accept the referral, select **Placed/Accepted**. If the client already exists in your agency, select **Rejected by Program**.

Click **Finish** when done